> ⚠️ **Caution**
>
> When Fill Format mode is active, a right-click anywhere in the document cancels the last Fill Format action. Be careful not to accidentally right-click and thus cancel any formatting actions you want to keep.

Apply Style list

The *Apply Style* drop-down list is not included by default on the Formatting toolbar in Calc, but you can add it as follows:

1) Right-click on any icon in the Formatting toolbar and select **Visible Buttons** from the context menu (Figure 158).

2) Click **Apply Style**. The context menu closes and the *Apply Style* list appears at the left end of the Formatting toolbar.
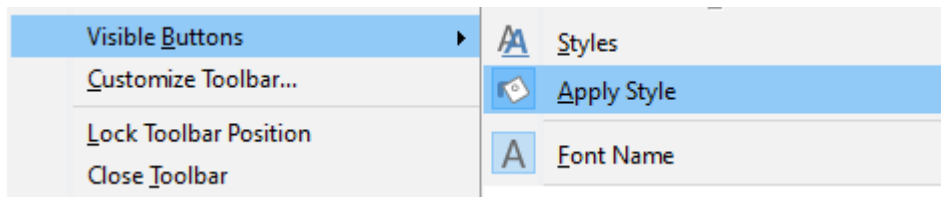

Figure 158: Adding the Apply Style list to the Formatting toolbar

To apply a style using the *Apply Style* list:

1) Select a cell or a group of cells in the spreadsheet.

2) Click the down arrow at the right of the *Apply Style* list to open the drop-down menu (Figure 159).

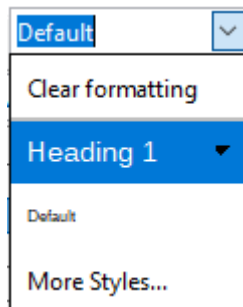3) Select the required style. The formatting attributes of that style are applied to the selected cells.

Figure 159: Using the Apply Style list

Only the styles that are in use are shown on the list. Click **More Styles** to go to the Styles deck where all cell styles are available.

Keyboard shortcuts

You can create keyboard shortcuts to apply commonly-used cell or page styles, including any custom styles that you have created. See Chapter 14, Setting up and Customizing, for more information.